

**TOWN OF INDIAN HEAD
TOWN MEETING MINUTES
Monday, December 2, 2024
GoToMeeting**

Mayor Paulin called the meeting to order at 7:00pm.

Roll Call

Brandon Paulin, Mayor
Ron Sitoula, Vice Mayor
Cassandra Grumbine, Councilwoman

Attended By

Andrea Brady, Town Clerk
Ginger Foster, Finance Officer

Town Manager Hicks was excused from the meeting.

NUMBER OF CITIZENS AND GUESTS IN ATTENDANCE: 1

Minutes: November 4th Town meeting minutes and November 20th work session minutes. Vice Mayor Sitoula made a motion to approve the minutes as presented, Mayor Paulin seconds the motion. The minutes were approved as presented by voice vote: 3-Ayes, 0-Nays.

Reports of Officers, Boards and Committees:

- A. **Permits** – The permits report for November was read. (See attached)
- B. **Finance Report** –The finance report for November was read. (See attached)
- C. **Town Manager's Report** – No report.
- D. **Code Enforcement Report** – The Town issued 23 notices of violation during the month of November 2024. 4 rubbish and garbage violations, 5 rental license violations, 4 property maintenance violations and 10 inoperative/untagged vehicle violations. The Town completed 21 rental inspections for the month of November and cleared 19 violations.
- E. **Planning Commission Report** – The Planning Commission approved a waiver for Eazy Nails located at 4171 Indian Head Highway to allow the pink exterior color.
- F. **Bureau of Fire Prevention** – No report.
- G. **Charles County Recreation** – No report.

Briefings: None

Presentations/Recognitions: None

Resolutions: None

Ordinances: Ordinance 11-01-24 was read for introduction at the November Town meeting. It is an Ordinance concerning approval of lease of 4185 Indian Head Highway for the purpose of approving a lease with Indian Head Center for the Arts, Inc., for the property owned by the Town of Indian Head located at 4185 Indian Head Highway. The draft Ordinance and Lease have been available on the Town's website for review. Vice Mayor Sitoula made a motion to adopt Ordinance 11-01-24, Mayor Paulin seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Ordinance 11-02-24 was read at the November Town meeting for introduction. It is an Ordinance concerning adoption of the new Town code for the purpose of adopting a new Town Code for the Town of Indian Head; providing for the revision and continuation of certain ordinances, the repeal of other ordinances, and expressly saving certain ordinances from repeal; providing for certain changes to preexisting ordinances; providing for the severability of this Ordinance and the provisions of the Town Code; and generally relating to the codification and recodification of ordinance of the Town of Indian Head. The draft Ordinance and schedule A which outlines specific revisions at the time of adoption of the Code have been available on the Town's website for review. Vice Mayor Sitoula made a motion to adopt Ordinance 11-02-24, Mayor Paulin seconds the motion. The Ordinance was adopted by voice vote: 3-Ayes, 0-Nays.

Petitions: None

Unfinished Business: None

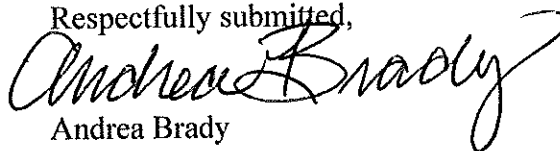
New Business: None

Miscellaneous: Mayor Paulin read the upcoming events and meetings for December.

Citizen's Comments: None

With no further questions or comments, Mayor Paulin adjourned the meeting at 7:11pm

Respectfully submitted,



Andrea Brady
Town Clerk



Town of Indian Head, Maryland

BUILDING / USE & OCCUPANCY / SIGN PERMITS
ISSUED DURING THE MONTH OF: November 2024

BUILDING PERMITS;

<i>DATE</i>	<i>NAME</i>	<i>RESIDENTIAL</i>	<i>COMMERCIAL</i>	<i>OTHER</i>
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11/19/24	Edward Rice 403 Indian Head Avenue			Shed
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11/20/24	FA Outdoor Spaces for: Paul & Miyong Wenninger 109 Jennifer Drive			Deck and three season room
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USE & OCCUPANCY PERMITS;

11/4/24	David Kroc 8 Mattingly Avenue			Deck with stairs
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11/8/24	4450 Indian Head Highway II, LLC 4440 Indian Head Highway		Office space T/A: United States Bomb Tech Association	
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11/25/24	Mohamed Bourakba 21 Mattingly Avenue			Renovated SFD
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TEMPORARY USE & OCCUPANCY PERMITS;

No Temporary Use & Occupancy permits were issued during the month of November.

RIGHT OF WAY PERMITS;

No Right of Way work permits were issued during the month of November.

DEMOLITION PERMITS;

No Demolition permits were issued during the month of November.

GRADING PERMITS;

No Grading Permits were issued during the month of November.

SIGN PERMITS;

No Sign permits were issued during the month of November.

TEMPORARY SIGN PERMITS;

No Temporary Sign permits were issued during the month of November.

FINANCE REPORT 11/1/24 to 11/30/24

CASH BALANCE NOVEMBER 1, 2024 \$987,626.64

REVENUES

General	198,982.67	
Trash	94,727.53	
Water & Sewer	176,358.28	
Parks/Pavilion	-	
Prior Year/Period	-	
SUB-TOTAL		470,068.48

Grant(s)

Investment Funds	160,000.00	
Money Market Interest	8.22	
SUB-TOTAL		160,008.22

TOTAL REVENUES

630,076.70

EXPENDITURES

General	(114,130.93)	
Trash	(53,032.94)	
Sewer/Water	(217,455.27)	
Parks/Pavilion	(3,872.71)	
SUB-TOTAL		(388,491.85)

Old Line & Blvd/Payments Merchant Fee(s) (602.53)

Bond Pymts

Investment Funds

Payroll (76,262.79)

Wire Trans FICA, W/H Tax, Sales Tax, PCOR (40,586.37)

SUB-TOTAL **(117,451.69)**

TOTAL EXPENDITURES

(505,943.54)

CASH BALANCE AS OF NOVEMBER 30, 2024

\$1,111,759.80

OLD LINE INVESTMENT ACCOUNTS

PARK FUND 15,971.38

BOARDWALK 34,696.66

SEWER/WATER FUND 48,100.53

REFUSE FUND 107,582.33

HIGHWAY USER 920,802.90

TOTAL OLD LINE INVESTMENT ACCOUNTS **\$ 1,127,153.80**

SEWER BOND (AMERICAN FUNDS) 106,789.11

TOTAL INVESTMENTS **\$ 1,233,942.91**